

# THE UNITED STATES BANKRUPTCY COURT

## Central District of California

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| <b>POSITION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                     |                     |
| CHIEF DEPUTY CLERK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                     |                     |
| <b>LOCATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                     |                     |
| LOS ANGELES, CALIFORNIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                     |                     |
| <b>SALARY/TARGET GRADE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>OPENING DATE</b> | <b>CLOSING DATE</b> | <b>ANNOUNCEMENT</b> |
| JSP15/16 \$ 112,824 - \$ 152,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AUGUST 7, 2006      | UNTIL FILLED*       | 06-13               |
| * Position is open until filled, but will not close sooner than September 15, 2006.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                     |                     |
| <b>POSITION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                     |                     |
| <p>The Chief Deputy Clerk is an executive level management position which reports directly to the Executive Officer/Clerk, and is part of the Court's Executive Team. The Clerk's Office is organized into two functional areas, Operations and Administration; each of these areas is overseen by a Chief Deputy. The successful candidate will be responsible for either Administration or Operations; candidates highly qualified in <b>one or both</b> of these areas are encouraged to apply.</p> <p><b><u>Administration:</u></b></p> <p>The Chief Deputy of Administration oversees administrative functions of the Clerk's Office, which include human resources; information technology; Court information, media, and the Court's website; financial services, internal control and audit; space and facilities, property management and inventory; mail processing; purchasing and procurement of automation and non-automation equipment, supplies and services; budget; emergency preparedness; and staff development and training</p> <p><b><u>Operations:</u></b></p> <p>The Chief Deputy of Operations oversees Operations in the District's five divisions, and is responsible for the day-to-day activities of the Clerk's Office. Clerk's Office functions include acceptance of case filings and subsequent documents electronically and in paper form; case management, docketing, case tracking and closing; noticing, responding to inquiries for the public; imaging case documents; calendaring hearings; electronic recording of hearings; support of courtroom activities and judges' hearings, including video conferencing; retrieving, maintaining, and archiving case files; management of the Court's caseload; establishing and fine-tuning Court procedures, operating methods, and work flow; quality control and Court statistics.</p> <p><b><u>General:</u></b></p> <p>The Chief Deputy Clerk advises the Executive Officer/Clerk on policy matters; prepares statistical and narrative reports; and establishes and maintains relationships with other court units and governmental agencies, the media, and community and professional organizations. The Chief Deputy establishes standards and evaluates performance, and makes recommendations for improvement to existing procedures. The incumbent may act on behalf of the Executive Officer/Clerk in his absence. Periodic travel to the Court's Divisional offices is required.</p> |                     |                     |                     |

## QUALIFICATIONS

### EXTERNAL/INTERNAL CANDIDATES

To qualify for the position of Chief Deputy Clerk, applicants must possess six (6) years of specialized experience. Specialized experience is progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. Knowledge of operating principles and experience in Court Operations/Administration or a similar environment is highly desirable. Outstanding leadership and interpersonal skills which demonstrate the ability to manage successfully a complex organization are essential. Ability to visualize, manage and implement new technologies, and excellent written and verbal communication skills are required. Candidates selected for interview may be required to submit a writing sample.

## EDUCATION

Completion of a Bachelor's and a Master's Degree in public administration, business, or computer science, or related field is highly desirable. Education in accredited college or university institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Educational transcripts must be submitted for verification prior to start of employment.

## BENEFITS

The United States Bankruptcy Court offers a generous benefits package to full-time permanent employees which may include:

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|---------------------------------------------------|-------------------------------------|
| 10 Paid Holidays                                  | Paid Sick Leave                     |
| 13 Days Paid Vacation (for the first three years) | Federal Employees Retirement System |
| 20 Days Paid Vacation (after three years)         | Life Insurance Options              |
| 26 Days Paid Vacation (after fifteen years)       | Thrift Savings Plan                 |
| Wide Choice of Medical Coverage                   | Credit Union Participation          |
| Eligible for Long Term Disability Plan Options    | Flexible Spending Account Options   |
| Long Term Care Options                            |                                     |

## INFORMATION FOR APPLICANTS

Please submit resume and/or application to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, or by calling the 24 hour job information line at (213) 894-3129 or by visiting our website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov). Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

**JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129**